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|  | **NEDP Implementation Training*****T Trainer Diagnostics*** |
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To better understand the NEDP Diagnostic Phase, you will use the NEDP training site to

* enter a new client into the NEDP system,
* log in as a client to complete responses for three open diagnostics,
* submit your results,
* run reports as staff.

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| **T Trainer- enroll a new client**1. Go to [**https://training.nedp.org/**](https://training.nedp.org/) and log in as staff, using the ***Client Username*** and ***Password*** below.

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| ***Your T Trainer Client Name*** | ***Staff Username*** | ***Staff Password*** |
| T Trainer #### | ta####@nedp.org | PA#### |

1. Click “clients” to enter new or access existing client records. Your agency’s client roster will appear.
2. Click “Add New Client” at the bottom of the page
3. Fill in all client demographic information. Normally, this information will come from the NEDP Registration Agreement Document, but for this activity, make up the information. Fields with asterisks are required.
4. Select yourself as the Advisor. Do not assign other staff at this time.
5. Click “OK” to enroll the client.
6. IMPORTANT: the client’s username and password will appear on the screen
	1. The username is always the client’s email address
	2. The password will appear only once, and you won’t be able to access it again. Write it down or take a screen shot to save it!!
	3. If you forget to save the password, you’ll have to regenerate the password on the same tab (Update tab -> “regenerate password”
7. Click the Diagnostics tab to input Reading and Math Scores
	1. Click “add diagnostic result”
	2. Math form 35M scale score 229 on 1/19/18
	3. Reading form 187R scale score 240 on 1/12/18
	4. Click “OK” to save; click “cancel” to leave page
8. Log Out

**T Trainer Client- Complete Open Diagnostic Instruments**1. Go to [**https://training.nedp.org/**](https://training.nedp.org/) and login using the ***Client Username*** and ***Password*** below.

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| ***Your T Trainer Client Name*** | ***Client Username*** | ***Client Password*** |
| T Trainer #### | tt####@nedp.org | PC#### |

1. Review the client demographics. Use the arrows to navigate to the next screen.
2. Answer the Internet access question.
3. Electronically sign the *NEDP Client Agreement* and click **Continue**.
4. Click **Diagnostics**.

**Note:** Steps 2-4 are only required on your first login.Work through the following steps to complete the open diagnostic instruments:1. Click on one of the Diagnostic instruments.
	1. Self-Assessment Checklist (SAC)
	2. Technology Self-Assessment Checklist
	3. O\*NET
2. Answer all questions.
3. Click **Save and Exit** if you choose not to complete the diagnostic in one sitting.
4. Click **Save and Submit** when completed.
5. Repeat with each open Diagnostic instrument.
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| After completing all three Diagnostic instruments, log out and log back in using the ***Staff*** credentials below.**T Trainer Staff**1. Go to [**https://training.nedp.org/**](https://training.nedp.org/) and login using the ***Staff Username*** and ***Password*** below.

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| ***Your T Trainer Client Name*** | ***Staff Username*** | ***Staff Password*** |
| T Trainer #### | ta####@nedp.org | PA#### |

1. Click **Reports**.
2. Click **Client Diagnostic Reports**.
3. Click **Client O\*NET Report**. Find your client’s name in the Client drop-down menu.
4. Click **Generate**.
5. Click **Export to PDF** and save on your computer.
6. Repeat with **Self-Assessment Checklist Report** and **Technology Self-Assessment Checklist Report**.
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|  | **NEDP Implementation Training*****T Trainer Generalized Assessment*** |
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To complete NEDP Implementation Training, you will evaluate client responses for six NEDP competencies listed below and submit your results. All of the NEDP competencies will be visible online, but you are only responsible for evaluating these six during training. To get started:

1. Go to [**https://training.nedp.org/**](https://training.nedp.org/) and login using the ***Staff Username*** and ***Password*** below.

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| ***Your T Trainer Client Name*** | ***Staff Username*** | ***Staff Password*** |
| T Trainer #### | ta####@nedp.org | PA#### |

1. Click **Clients**. Locate your client’s name in the client roster. Your client is the only one for whom you can access the evaluation button.
2. Click **Evaluation**.The home (or “competency tree”) page displays the full list of NEDP competencies.
3. Scroll down to locate each T Trainer competency listed below. Click on a competency to open it.

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| ***T Trainer Competency*** | ***Competency Area*** |
| * Household Budgets- Activity A and IOC
 | Financial Literacy |
| * Scientific Method- Activity A
 | Science |
| * Health Planning- Activity A
 | Health Literacy |
| * Consumer Loans- IOC
 | Consumer Awareness |
| * Cover Letter- IOC
 | 21st Century Workplace |
| * The Legal System- Activity A
 | Civic Literacy and Community Participation |

As you evaluate each of the six competencies above, complete the following steps:

1. Mark each item **D** or **ND**.
2. If responses is ND,
	* Check **incomplete** and/or **incorrect** as applicable, and
	* Use the **Notes to Client** text box to provide a brief, non-instructional justification of ND evaluations.
3. Use **Notes to Staff** when you want to provide an explanation or rationale to the reviewer.
4. After you have evaluated an activity, click **Submit Score** at the bottom of each activity screen.

\*NOTE: additional client sample responses may be found in each competency area, to be used as extra practice during or after implementation training.